

ASN Nursing Meeting

August 17, 2026

1. Meeting 2:45 p.m. to 4:30 pm – Lee Campus AA-168

X	Dr. Susan Holland, Dean	X	Dr. Mary Lewis, Associate Dean	X	Shelly Callender, P. Director ASN
	Vacant, Lee Clinical Coordinator	X	Kristine Phillipine, Collier Clinical Coordinator	X	Cherly Hart, Charlotte Clinical Coordinator
X	Bridget Arredondo, Sim Lee	X	Robert Miller, Sim Collier	X	Jennifer Tronchet, Sim Charlotte
X	Warnesha Jackson, Advisor-ASN	X	Jynell Kingsberry, Advisor-ASN	X	Lexi Matos, Student Success Mgr.
X	Michelle Sherman, Coord, Lee	X	Marie Dare, Adm. Lee	X	Linda Sposito, Adm Charlotte
X	Vacant, Collier Adm	X	Mariel Goldrick, Specialties	X	Sandra Oestrike, Med/Surg Chair
X	Lorraine Canty, ASN	X	Valerie Dornema, ASN	X	Debra Ebaugh, ASN
X	Julissa Gonzalez, ASN	X	Dr. Donna Johnson-Byrd, ASN	X	Cindy Marshall, ASN
X	Lenora Maze, ASN	X	Dr. Sarah McGregor, ASN	X	Samantha Patenaude, ASN
X	Monica Pedwell, ASN	X	Tonya Raldiris, ASN	X	Michelle Rentas, ASN
X	Charlene Schwinne, ASN	X	Amanda Simmons, ASN	X	Nora Stadelmann, ASN
X	Stephanie Syska, ASN	X	Tiffany Thomas, ASN	X	Amber “Nikki” Torres, ASN
X	Zoe Sheppard, Adjunct				
	Guest(s):				

X -Present

E- Excused

A - Absent

Minutes for review and approval

Meeting Convened

Meeting Minutes: Marie Dare

Agenda Topic / Presenter	Discussion/Minutes
2:45 p.m. Welcome! Introduction of New faculty and staff.	The meeting began with Dr. Mary Lewis's introduction of the new staff: Kristin Phillipin, Tonya Raldiris, and Amber Torres
2:45 – 2:55 p.m. Review Meeting Agenda Policy – Late policy – Dr. Mary Lewis	1.) Meeting Agendas - The focus is on reviewing and updating policies for nursing faculty and staff, including proper Agenda planning and minute-posting. 2.) Late Policy – Handbook - Strict enforcement for consistency is mandatory based on the handbook. If a student is late, they are late. Policy is in the handbook
2:55 p.m. Simulation – Bridget Arrendondo	Much has changed in the Simulation area. There are books for students that you can put your courses into. It's also available for faculty. They have instructions and rules for students and faculty. 3 Student groups at the same time to brief and debrief.

	- VR - UVSim – if anyone doesn't have access to their UV Sim, get with Sim for help and assistance. Sim handles all bookings for the VR lab. - Bridget will be sending emails out early: October, November, asking for SIM scenario input ahead of the next semester. - There will be a “put back” clear bin on the floor that will be labeled in all SIM labs. SIM is willing to put the items away.
3:00 – 3:10 p.m. Effectiveness Plan – Tiffany Thomas	- Tiffany reviewed aspects of the effectiveness plan. - Closing the HLC loop – The importance of identifying students who are struggling. They need to coordinate with Lexi from Level 1.
3:10 p.m. Leave Procedure – Dr. Lewis	- Faculty taking leave: Discuss leave with Dr. Holland first, then submit a leave request online. - Faculty using CAs: Complete and submit the new form (to be sent by Dr. Lewis) every time a CA assists, documenting hours and activities.
3:20 p.m. Mentoring Book – Dr. Lewis	There is a new faculty mentoring booklet available.
3:30 p.m. Testing Policy (handout) Test Banks- labeling questions, Dr. Holland and Dr. Lewis	Dr. Lewis to update testing policy. It will be presented with changes at the next ASN meeting.
3:45 p.m. Math Testing (Handout) Dr. Holland and Dr. Lewis	Math testing policy reviewed. It will be presented with changes at the next ASN meeting.
4:00 p.m. Course Team Facilitation – Dr. Lewis – Dr. Holland	Courses should not be rerolled, and adjustments should be made through discussion with the team. She provided guidance on creating test blueprints.
4:10 p.m. to close - Topic outlines and Blueprint – Dr. Lewis	Example Test Blueprint provided and reviewed.  Test Blueprint NUR 1121 Musculoskeletal

Next ASN meeting is September 11, AA-168.